

May 20, 2011

Closing Date: June 1, 2011

****** JOB OPPORTUNITY ******

TITLE: Senior Office Support Assistant (Keyboarding)

LOCATION: Division of Finance
Jefferson City, Missouri

STARTING SALARY: \$23,796 - \$24,960

RESPONSIBILITIES:

- Greets the public and answers all in-coming calls on a multi line phone system.
- Serve as clerical assistant to the Consumer Credit and Mortgage Broker Units.
- Proof and edit Consumer and Mortgage Reports.
- Prepare Consumer and Mortgage Licenses.
- Maintain/update various databases and setup/maintain various filing systems.
- Type reports and correspondence.
- Perform other related work as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Working knowledge of modern office practices, procedures and equipment.
- Working knowledge of Microsoft Office software with special emphasis on Microsoft Word and Access.
- Working knowledge of business English, spelling and arithmetic.
- Ability to make routine decisions in accordance with procedures, laws and regulations and apply these to work problems.
- Ability to prepare reports and correspondence.
- Ability to establish and maintain working relationships with other employees and the public.
- Ability to demonstrate regular and predictable attendance.

JOB QUALIFICATIONS:

- Three years of experience in clerical or general office support work and possession of a high school diploma or GED certificate.

PLEASE SEND COVER LETTER AND RESUME BY JUNE 1, 2011 TO:

Division of Finance
ATTN: Kim Sandbothe
Fiscal and Administrative Manager
P.O. Box 716
Jefferson City, MO 65102
Fax: 573-751-9192
kim.sandbothe@dof.mo.gov

**** AN EQUAL OPPORTUNITY EMPLOYER ****